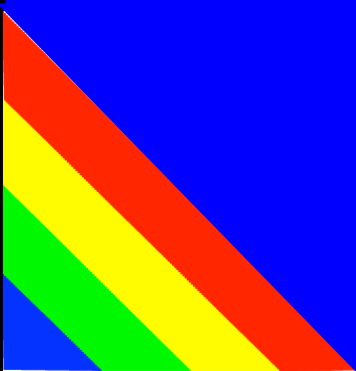


WHITTLESEY

I D B

Driver Safety Handbook



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Foreword

Driving is an essential element of the undertakings of Whittlesey I D B, whether that be the driving of the Board's own vehicles or hire vehicles. How we drive, what we drive and where we drive, can have many impacts on our business and we must all be mindful of how our driving habits may affect others.

Safety is a primary concern to us all, not just for ourselves, but also for the vehicles concerned, property and especially others who may become involved in the event of an accident. In addition to this, however, we must also remember that how we conduct ourselves in vehicles or on the public highway affects the image of our business with our staff, customers and the local communities within which we operate. Careless or inconsiderate use of vehicles must, therefore, be avoided.

It is, therefore, essential that you are aware of and adhere strictly to the guidelines set out in this handbook, which forms an important part of our policies and procedures. Please remember that it may not be just you that would be affected by a breach of these guidelines.

Whittlesey I D B

March 2010

Introduction

For the majority of people, the most dangerous thing they do while at work is drive on the public highway. The Health & Safety Executive states the following information;

- Up to 1 in 3 road crashes involves a vehicle being driven for work
- Every week, around 200 road deaths and serious injuries involve someone at work
- Nearly all of these deaths and injuries are preventable

With nine out of ten accidents caused by human error the Members of WHITTLESEY I D B wish to equip you with the necessary information for you to remain safe at all times.

This handbook is designed to assist safe driving and has been tailored to suit the WHITTLESEY I D B personnel. For that reason, this handbook also contains a summary of important legal duties and responsibilities of drivers e.g. mobile phone, driving in fog, vehicle security, speed limits, driving licences, health & Safety and much more.

Please read this handbook thoroughly, ensure you understand its requirements and follow the guidance provided.

The handbook is not an exhaustive guide but aims to make clear, straight forward points that affect our work. For more detailed information on the WHITTLESEY I D B "Driving at Work" policy please speak to the responsible member of the board.

Management Policy

Seat Belts

You **MUST** wear a seat belt whilst driving **ANY** vehicle on company business if one is fitted. This applies to driving at any time. Exemptions are only allowed for the holders of medical exemption certificates and those making deliveries or collections in goods vehicles when travelling less than 50 metres (approx 162 feet).

Speed Limit

All employees, contractors and visitors should be made aware of the WHITTLESEY I D B policy to strictly observe and adhere to all speed limits.

Driving Licence Checks

All employees who drive on WHITTLESEY I D B business are required to show their current driving licence annually* before authorisation is given. Further checks may also take place when a change in company vehicle takes place and for any use of a hire vehicle. You may also be required to take part in a random check direct with the DVLA which will require you sign an authorisation mandate.

** LGV drivers are required to produce their driving licence every 6 months.*

Prosecutions and Fines

All driving related prosecutions and accidents must be immediately reported to your line manager. Fines will be paid by the individual and not by WHITTLESEY I D B.

Employees who are employed in a driving capacity should note that in the event of a driver being disqualified from driving for any reason whatsoever, the WHITTLESEY I D B reserves the right of dismissal, although consideration will be given to transferring to any other suitable work if available.

Smoking in Company Vehicles

A "No Smoking" rule came into effect on 1st July 2007 and flouting these rules means facing fines of up to £2,500. All enclosed public places and workplaces have become smoke-free from that day – including company vehicles, pool vehicles and hire vehicles – under the 2006 Health Act.

Mobile Communication

The Highway Code also states that you **MUST** exercise proper control of your vehicle at all times. Drivers who use a mobile phone whilst driving whether hand-held or hands-free;

- Are **FOUR** times likely to crash
- Fail to see road signs
- Fail to maintain proper lane position and steady speed
- Are more likely to tailgate the vehicle in front
- React more slowly and take longer to brake
- Feel more stressed and frustrated

However the board of WHITTLESEY I D B understands that mobile communication equipment may be required for certain personnel using vehicles as part of the business need and the lone worker safe system.

Should a driver wish to use a mobile telephone or Personal Digital Assistant (PDA) or any other electronic handheld information device, they are to leave the carriageway and stop in a suitable safe place to undertake the activity as guided by the Highway Code.

A mobile phone is **NOT** intrinsically safe and should not be used wherever there may be flammable atmospheres e.g. on petrol station forecourts.

A new regulation came into force on the 1st December 2003, which makes it a specific offence to use a hand-held phone, or similar device, when driving. By definition a "hand-held" device is something that "is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function". WHITTLESEY I D B will not be responsible for fines or legal processes originating from inappropriate use of in-vehicle communication.

From 27th February 2007, the penalty for using a hand-held mobile phone whilst driving has increased to £60 and three penalty points.

The Definition of a Hand-Held Mobile Phone

The regulation includes any "device, other than a two-way radio, which performs an interactive communication function by transmitting and receiving data".

It states that a "mobile telephone or other device is to be treated as hand-held if it is, or must be, held at some point during the course of making or receiving a call or performing any other interactive communication function".

"Interactive communication function" includes;

- Sending or receiving oral or written messages
- Sending or receiving facsimile documents
- Sending or receiving still or moving images
- Providing access to the internet

Driver Safety

Drivers on WHITTLESEY I D B business are not permitted to offer lifts to strangers or carry unauthorised passengers.

Driver Fatigue

Road casualty statistics show that 40% of collisions occur in the hours of darkness. The danger of falling asleep at the wheel is a significant factor at night and accounts for 20% of serious accidents on motorways and monotonous roads in Great Britain.

The most obvious danger of night driving is decreased visibility. The distance a driver can see is shortened and so hazards can often seem to appear out of nowhere. It also takes time for the eyes to adjust to the darkness after being in a lit building or after driving on a well-lit road.

There are certain times of the day and night when our energy levels naturally dip. These circadian rhythms are part of a normal sleep / wake cycle. In reaction to these dips, between 2.00 a.m. and 6.00 a.m. and 2.00 p.m. and 4.00 p.m. drivers are more at risk for experiencing driver fatigue.

Alcohol and Controlled Drugs

WHITTLESEY I D B has a substance abuse policy which may be enforced by random testing to maintain a safe, healthy and productive working environment for all employees, contractors, customers and visitors.

Employees taking medicines or prescribed drugs which may impair their driving ability under the direction of their GP, Dentist or Hospital Doctor must notify their immediate line manager.

Manual Handling

The loading and unloading of vehicles is a serious risk assessment consideration regardless of the type of vehicle. Where carrying loads is foreseeable the driver and his / her line manager are to make an assessment of injury risks. This may be quick and simple, but if repetitive, it may require a written assessment and safe system of work.

Breakdown and Roadside Repairs

The board of WHITTLESEY I D B strongly recommends that all roadside repairs are conducted by authorised personnel only such as The AA or RAC. For your safety this includes changing wheels.

Driver Fitness

Individuals should assess their own fitness to drive before undertaking any journey. Fatigue, minor illness or injury might adversely affect driving performance. Both prescribed and over the counter medication that may cause drowsiness carry a warning to that effect. A good rule of thumb is a personal trial of the medication for at least 24 hours before driving. Drivers who develop any medical conditions that may affect their fitness to drive should seek advice from their

doctor or an Occupational Health specialist. The current national medical guidelines on fitness to drive are available on the DVLA website.

95% of the sensory input to the brain required for driving comes from vision. The current visual standard is to read a new format number plate (introduced in September 2001) at 20 metres. The number plate test is absolute in law and not open to interpretation. Drivers should seek advice from an optician if there is any doubt that this visual standard can be met.

Careless Driving

Driving requires full concentration at all times. Motorists who cause a fatal crash whilst eating or drinking at the wheel will face five years in prison under new careless driving laws, which came into force in August 2008. The new offences will, for the first time, allow courts to imprison drivers who cause death by not paying due care to the road, for up to five years. Causing death by "dangerous driving" carries a maximum 14 year prison sentence.

They will also cover drivers who kill while calling or texting on a mobile phone, applying make-up while driving, or anything else which takes their attention away from the road and which a judge deems to have been an avoidable distraction.

A moment's distraction can make the difference between life and death

Accident Reporting Procedure

All accidents must be reported immediately to your line manager. Employees / drivers are additionally required to make a written report of the incident as soon as practical therefore and in any event within 48 hours.

It is essential every accident, however minor, is recorded in writing and given to your line manager as soon as practical. After an accident any subsequent letters, documents or communications must be copied to the line manager.

If a vehicle is stolen it should be reported at once to the Police and your line manager. Even if it is recovered shortly afterwards totally undamaged, there is a possibility it may have been involved in an accident or felony whilst the vehicle was held by the thief or thieves, from which a claim might arise and have to be considered by the insurers. Drivers must notify their line manager immediately if an accident occurs whether or not they or a third party are involved or responsible. Further, if an employee receives an endorsement or their driving licence is suspended for any motoring offence, or is withdrawn for any other reason, this must be reported to their line manager without delay.

Private Motor Vehicle Accidents

Where employees are the victim of a motor vehicle accident and it is believed the third party is at fault, the insurers of the employee should be contacted to provide initial advice on how best to make a claim.

Accident Record Form

DO NOT ADMIT LIABILITY

Date: Time:
Place:
Day / Night Visibility:
Weather Conditions:

Name and Address of Witness:
.....
.....

Name and Address of other party's insurance company:
..... Certificate Number:
.....

Registration Number of other vehicle(s) involved:
.....
.....

Damage or Injury to yourself and other persons:
.....
.....

Police Officer's name, number and station if present:
.....

Sketch of Accident (show road junctions etc)
Use camera Phone to take a picture if possible

Note other relevant information:
.....
.....
.....
.....

Vehicle Safety

You must fully satisfy yourself before using the vehicle that it is roadworthy for the journey you are contemplating

Check “**POWDER**”

P = Petrol / Diesel

Check your gauge

O = Oil / Fluids

With the engine cold, check the oil level using the dip stick. Also check brake fluid, clutch fluid and the power steering reservoir.

W = Water and Windows

Check your radiator and anti-freeze levels are correct and ensure your windscreen washer bottle is filled with the correct mix of water and cleaning additive.

D = Damage

Walk around your vehicle and inspect it for any damage to the lights or tyres.

E = Electrics

Check all lights, instruments and other electrical components work correctly.

R = Rubber

Check tyre pressure at least once a week when the tyres are cold. Tyres on cars, light vans (not exceeding 3,500kg gross weight) and light trailers must have a tread depth of at least 1.6mm across the central three-quarters of the breadth of tread

Driving a defective vehicle is a Road Traffic Offence for which the driver can have equal responsibility with the owner or hirer of the vehicle. Both are liable to prosecution and a conviction may lead to a fine and / or endorsement on your licence. For your safety all faults on vehicles being used for WHITTLESEY I D B business must be reported for rectification before driving.

Misfuelling

The cost of repairing the damage done by misfuelling depends on whether the vehicle has been driven before the mistake is noticed and ranges from about £80 upwards. The tank usually only needs to be drained - if it has not been started. If the car has been driven, major repairs may be needed, which can cost as much as £3,000.

The contaminated fuel drained from the car presents an environmental hazard too and has to be disposed of at special disposal centres, which just add to the cost for the driver.

Advice at the pumps;

- If you do misfuel, **don't start the engine!**
- Double check you're holding the right nozzle – read the pump label
- Make sure it's the right fuel for the car – check the markings on the filler neck
- Never force a larger nozzle into a smaller filler neck. It will be the wrong fuel!

Carriage of Goods

The carriage of goods in vehicles in connection with the WHITTLESEY I D B's business is permitted provided;

- The vehicle is not overloaded i.e. beyond the equivalent of passengers and their luggage, and not made unstable
- The seats are not removed, nor the vehicle in any way modified either permanently or temporarily for the carriage of goods
- Suitable insurance cover is in place

The carriage of goods in Company-owned commercial vehicles and van must comply with the appropriate regulations and loads on or in the vehicle.

Unsecured loads can; cause injury, pose a threat to the vehicle stability and damage vehicles and equipment.

Luggage / roof racks, caravans or trailers should only be used if authorisation has been obtained from the line manager and the vehicle and attachment have been inspected to ensure compliance with current Construction and Use Regulations.

Pool Cars / Hire Cars

You should ensure that before driving any unfamiliar vehicle that you have been shown the controls and are competent to drive such a vehicle.

The employee's line manager is responsible for authorising the use of a pool car / hire car and may request a random check of your driving licence.

The driver's line manager should check that the employee is deemed to be competent to drive the make and model and is sufficiently knowledgeable to undertake water, oil and tyre checks.

Use of Private Vehicle on Company Business

Employees who regularly drive on company business in their own cars must have the correct level of insurance for business travel. Without this, most insurance companies will not settle claims and this could result in prosecution. Furthermore the WHITTLESEY I D B board also reserves the right to withhold payment for any mileage claims for any employee who does not have the correct level of insurance.

For employees who very rarely drive on company business in their own car, i.e. to attend training courses, all documentation including driving licence, Insurance, MOT (if applicable) must be seen by a line manager before such journeys are authorised.

Journey Planning

**When planning a journey
– Always first consider is the journey really necessary?**

Satellite Navigation

Sat Nav is a valuable aid which allows drivers to let a computer plan a route for them and to give directions during the journey.

- When placing the Sat Nav in the window ensure it does not obscure the vision of the driver.
- Never use the controls of the Sat Nav when the vehicle is moving as you **MUST** always exercise proper control of your vehicle at all time.

With the likelihood of traffic hold-ups, plan your route in advance and ensure you have sufficient time for delays or poor weather. On long journeys ensure you take a minimum of 15 minutes break every two hours or sooner if you feel tired. Drivers must also be aware of any restrictions, including speed and load limitations for specialised and commercial vehicles.

Daily Driving Limit

The board of WHITTLESEY I D B strongly recommends a maximum daily driving limit of 250 miles per day. Employees should consider taking overnight accommodation if this limit is exceeded or if they are feeling tired after the day's work. Employees should make every effort to seek either alternative transport such as taxi, train or plane where appropriate. If possible the use of video or telephone conferencing should also be considered.

Please consider the additional costs such as mileage claim and car park fees when using transport such as trains or planes: It may be more cost effective to initially travel by taxi to avoid these costs.

Remember; Tiredness kills – don't let it happen to you!

Business Mileage Log's

Employees who are required to keep driving records or a log of hours and / or business mileage etc must do so in accordance with instructions given.

Expenses

Reimbursement may be claimed for business use including fuel, oil, parking fees, tolls or similar running expenses when a vehicle is used on business. All claims must be made on a standard expenses claim form and all vouchers / receipts must be attached to substantiate such claims.

Parking

Employees are responsible for the safe and proper parking of vehicles in accordance with any relevant regulation. Any charge or fine incurred by contravention of any Road Traffic Regulation, Bye Law or excess parking whether or not incurred whilst on WHITTLESEY I D B business is the responsibility of the employee.

Where possible all vehicles should be reversed into a space to enable better vision when driving away.

Always exercise extreme caution when reversing or manoeuvring in confined spaces. If in doubt, you should seek assistance.

Road Courtesy

Exceptional road courtesy must be extended by drivers of vehicles at all times and in particular by those on WHITTLESEY I D B business.

When driving be prepared to:

- Concede right of way if necessary
- Foresee and analyse traffic situations
- Concentrate on driving
- Be courteous to other road users
- Have regard for fuel economy
- Exercise control of the vehicle at all times

Holiday Travel

There are significant regulatory differences in driving standards in other countries; It is strongly advisable that advice is taken in relation to driving laws in each country that you wish to visit if you intend to drive a vehicle during your visit.

General Tip's and Guidance

Defensive Driving

The ability to anticipate and control the situation around you when driving is a deliberate skill which will reduce the likelihood of you being involved in an accident. One of the key factors is the early recognition of all hazards that can actually or potentially be dangerous to you.

Advanced driving organisations teach defensive driving around the acronym **ACOST**

Attitude
Concentration
Observation
Space and
Time

Attitude

Attitudes are important features of human behaviour as they shape our personal actions and responses. This can also influence the way you drive and your regard for other road users. By adopting a positive attitude you can help to reduce the risk.

Concentration

20 minutes is often the maximum amount of time which we can concentrate. This is why often we look without seeing!

Loss of concentration can be made worse by;

- Mental fatigue
- Mentally preparing for the next appointment or delivery
- Distractions inside the vehicle
- Over-familiarity with the route
- Highway "hypnosis"

Observation

Drivers should continue to scan the near, middle and far distance for visual clues about what is happening around them.

Space

The ability to recognise hazards early will allow you to change your position and move away from your exposure to risk. This includes applying the "two second rule" between you and the vehicle in front, which will enable you to create a "safety bubble" around your vehicle.

Time

By creating space this will also create time for you to react when the unexpected happens.

Fuel Savings and CO2 Emissions

With the cost of fuel and the harm to the environment, it is in everyone's interest to reduce CO2 emissions. The following examples of common errors by drivers increase fuel consumption significantly;

- **Under-inflated tyres** – tyres that are 20 per cent under-inflated use three per cent more fuel
- **Roof storage** – wind resistance causes use of up to 20 per cent more fuel at 70 mph
- **Air conditioning** – uses up to 10 per cent more fuel
- **Aggressive driving** – uses 15 per cent more fuel
- **Speeding** – travelling at 70 mph uses up to 25 per cent more fuel than 56 mph
- **Short journeys** – the first two miles use up to 100 per cent more fuel

Accidents

It is an offence not to stop, if your vehicle is involved and damage is caused to property or someone is injured.

Protect the accident scene and yourself - The most immediate danger at the scene of any accident is that there will be further collisions or that vehicle involved will catch fire.

If possible warn other traffic using hazard warning lights and wearing a high visibility jacket if you have one. Passing pedestrians may also be willing to help.

Call the Emergency Services if necessary

They will need to know the location of the accident, the number of casualties and the type of vehicle involved, and if a tanker is involved – the details from its HAZCHEM label.

The three most common types of accident involving another vehicle are;

1, Rear end shunts 33%

- to avoid when stationary always keep a safe distance between you and the vehicle in front and maintain rear observation until several vehicles have stopped safely behind you.

- to avoid when in moving traffic, consider the "two second rule" on a dry road to maintain a safe distance

2, Crossing another vehicle's priority 25%

- to avoid simply maintain good all round observation and if in doubt – hold back!

3, Loss of directional control 17%

- to avoid this, ensure you are familiar with the steering characteristics of the vehicle and how the vehicle will behave between "under-steer and over-steer".

Motorway Driving

Motorways are the safest category of roads in the country. However high speed driving means that dangerous situations develop quickly; vehicles travel much further before drivers even start to react.

Remember - SPEED KILLS!

Tip's

- Know and understand all motorway signs and regulations
- Plan your route before setting off
- Joining the motorway is a potentially hazardous manoeuvre. Take care, signal your intention and modify your speed to merge with traffic safely
- Take regular breaks from driving as motorway driving is monotonous
- Take care when overtaking high-sided vehicles, in windy conditions
- Hold back if another vehicle wants to overtake so you may avoid the “three in a bed” situation where you will have no room to manoeuvre if something unexpected happens
- Do not attempt repairs on the offside of the vehicle even to change a wheel – seek assistance
- Do not cross the carriageway in **ANY** circumstances

Driving at Night

Driving at night is more dangerous than driving in daylight largely because observation is more difficult and yields less information until your vision fully adjusts. Beware that with this additional strain on your eyes will make you feel tired.

On unlit motorways coloured “Cat’s eyes” can provide information;

- **Red** – between hard shoulder and carriageway
- **White** – lane separation
- **Amber** – between edge of carriageway and central reservation
- **Green** – slip road exits and entrances

The Highway Code states that you **MUST NOT** use your horn between 11.30 p.m. and 7.00 a.m. in a built-up area

Tip's

- Reduce your speed so that you can stop within the distance you can see to be clear
- Check your vehicle lighting system regularly
- Keep all glass clean and free from grease to reduce risk of reflection
- Switch lights on early and switch off late – always aim to be seen
- If you are dazzled, look towards the nearside of the road, slow down and stop, if necessary

Seasonal Driving

Winter

Reduced visibility and slippery road surfaces make winter driving particularly hazardous. Isolated patches and certain gradients will remain icy when other parts have thawed. Driving too fast will substantially reduce your tyre grip on the road. In fact, in icy conditions, you may need to allow up to **TEN** times the normal braking distance.

Remember – it is better to arrive a little late than not at all

Fog

In any condition of reduced visibility, an accident involving one vehicle can quickly involve many others, especially if they are driving too fast and too close to one another.

AVOID driving in fog unless your journey is absolutely necessary

Rain

Rain is most dangerous after a long, dry spell as it makes the road surface very slippery. Remember that you will need about **TWICE** your normal braking distance on a wet road.

Aquaplaning is almost a total loss of control from the vehicle's steering and brakes as the vehicle effectively skis across a layer of surface water.

The best course of action is to allow the car to slow down naturally until the tyres make contact with the road again.

With the increase of flooding becoming more real, it is important to remember to drive slowly when dealing with flooded roads. Where possible, select first gear and keep the engine speed high by slipping the clutch – this will stop the vehicle stalling.

Avoid deep water which often collects near the kerb. If you are not sure of the water's depth, it is probably too deep, so look for an alternative.

Remember to test your brakes when you are through the flood before you drive at normal speed.

Winter and Spring Sun

Sunlight during these periods can present drivers with an unexpected hazard. The angle of the sun in the sky will frequently be too low for your visor to be able to help. Reduce glare by keeping both the inside and outside of your window screen clean.

Autumn

Fallen leaves can be very wet and slippery, especially in the morning, and make a major contribution to skidding. When wet leaves cover metal inspection covers they can become as slippery as ice.

Personal Safety and Lone Workers Tips

- Don't pick up hitchhikers or offer lifts to people you do not know
- Keep valuables and bags out of sight and out of reach
- Choose a car parking space close to your final destination, which is well lit and which can be seen by other including CCTV
- Listen and look around before getting in or out of your vehicle
- Keep a personal attack alarm to hand – it's no good at the bottom of a bag!
Remember trust your instincts!

Speed Limits

	Built-up areas	Single Carriageways	Dual Carriageways	Motorways
Type of Vehicle	mph (km/h)	mph (km/h)	mph (km/h)	mph (km/h)
Cars & Motorcycles (including car-derived vans up to 2 tonnes maximum laden weight)	30 (48)	60 (96)	70 (112)	70 (112)
Cars Towing Caravans & Trailers (including car-derived vans and motorcycles)	30 (48)	50 (80)	60 (96)	60 (96)
Buses, Coaches and Minibuses (not exceeding 12 metres in overall length)	30 (48)	50 (80)	60 (96)	70 (112)
Goods Vehicles (not exceeding 7.5 tonnes maximum laden weight)	30 (48)	50 (80)	60 (96)	70* (112)
Goods Vehicles (exceeding 7.5 tonnes maximum laden weight)	30 (48)	40 (64)	50 (80)	60 (96)

The 30 mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise.

*60 mph (96km/h) if articulated or towing a trailer

Driver Questionnaire
Completion Required by the WHITTLESEY I D B Board

Driver's Name _____

Emp. Ref. _____ Location _____

Age _____ Date of Birth __ / __ / ____

Length of driving experience under a full licence _____ years

Have you:

(a) In the past 5 years been convicted of any offence in connection with a motor vehicle, or is any such prosecution pending for;

(b)
1, Dangerous Driving YES / NO
(Endorsement codes DD10/20/30/40/50)

2, Drinks / Drugs YES / NO
(Endorsement codes DR10 /20/30/40/50/60)

3, Disqualification from driving for any other reason YES / NO
(Such as 4 endorsements within 3 years)

(c) At any time suffered from any heart complaint, diabetes, fits or any other mental or physical infirmity YES / NO

(d) At any time been refused insurance or quoted an increased premium or had special terms imposed YES / NO

(e) Been involved in any accident arising out of the use of a motor vehicle during the last 3 years YES / NO

If the answer to any part of the question above is yes, please provide full details (including circumstance giving rise to the offence).

Any change in circumstances i.e. Endorsements, disqualification, convictions, accidents or changes in health that may effect your entitlement to drive is to be reported immediately to your line manager.

Employees Signature

Date

__ / __ / __

Risk Assessment

Driver's Name _____

Clock No _____ Department _____

Please circle appropriate box

Driver Age.....
 Points on licence.....
 Previous Driver Training within the last 3 yrs..
 Disqualified from Driving in the last 5 yrs.....
 Crashes within in the last 3 yrs.....
 Annual Business Mileage Driven.....
 Average working hours in a day.....
 Driver's experience (in years).....
 Drivers Handbook Quiz.....

30+	22 – 30	<21
3 or less	4 – 8	9+
YES	NO	
NO		Yes
0	1	2+
<12k	12k – 25k	25+
9 or less	10 – 12	12+
3 or less	4 – 6	7+
20 - 15	14 – 10	9 – 0

Thank you for completing the assessment - Now work out your score

Driver Age.....
 Points on licence.....
 Previous Driver Training within the last 3 yrs.....
 Disqualified from Driving in the last 5 yrs.....
 Crashes within in the last 3 yrs.....
 Annual Business Mileage Driven.....
 Average working hours in a day.....
 Driver's experience (in years).....
 Drivers Handbook Quiz.....

0	20	30
0	30	40
- 10	0	
0		40
0	30	40
0	1	5
0	1	5
40	30	0
0	10	20

Please enter your score here _____

Score Range	Recommendations
40+	Driving Assessment as soon as possible
30 – 39	Driving Assessment within 3 months
15 - 29	Classroom training
0 – 15	Line manager to Monitor driving

Line manager use only;

Recommended action is _____

Print and sign name; _____

Date __ / __ / __

WHITTLESEY I D B Driver Check Form

Driver's Name _____

Clock No _____ Department _____

I acknowledge receipt of the Handbook on the Use and Driving of Vehicles and confirm that I have read and understood the contents and agree to abide by the rules and regulations set out therein.

Signed _____ Date __ / __ / __

Annual Licence Check:

The driver details and licence validity have been subjected to an annual review by the Clerk on the dates given below. The driver signature signifies their declaration that they are not aware of any changes in their circumstances that may affect their authorisation or ability to drive vehicles on company business. A photocopy of the signed review document is to be placed on the driver's personnel file.

Driver Signature: _____ Clerk: _____ Date:

Driver Signature: _____ Clerk: _____ Date:

